

Service Center Data Team Charter

The following Team Charter was approved by the Steering Body in June, 1997

Team Objective:

To reengineer the way data is developed and managed so as to protect the value of the data asset, assure data quality, improve its organization, sharability, and availability, and maximize its utility.

Team Operations:

Data Team is an interagency team made up of data management professionals from Service Center partner agencies, supported by contract staff. The team will interact as needed to accomplish approved objectives through meetings, teleconferences, and mail. The Team Leader will provide overall management for tasks, coordinate with the Governing Body, and maintain a record of accomplishments. Team members will provide support for Team activities to the degree approved by the Governing Body.

The Service Center Data Team will take overall direction and guidance from the IRM Working Group acting as a governing body. The Governing Body will take measures to ensure that top IT officials from the participating agencies involved in application development have buy-in for the efforts of the Data Team. The Governing Body will: appoint a Data Team Leader; approve policies needed to implement common data standards and joint data management procedures; and set lead agencies for individual initiatives, as appropriate. The governing body and Service Center Implementation Team Director would jointly ensure that adequate funding is available to maintain this initiative. The Body will meet periodically to review the progress of the Team and to set the direction for future actions.

Functional Statement for Data Team:

To meet the evolving need for the Service Centers and the participating agencies to better manage what is becoming a very large and dispersed data environment, the Service Center Data Team will be reoriented to provide the following services to the participating agencies:

1. Establish a core data architecture for the Service Center:
 - Maintain a corporate data model for all new/reengineered service center applications
 - Coordinate the collection of metadata for Service Center spatial and tabular data
 - Maintain the business rules supporting the corporate data model
 - Maintain a model showing the physical layout and location of data used by Service Center applications
 - Perform the functions of the Data Administrator for Service Center applications, including resolution of conflicting data names, establishing common lookup tables, and setting a common domain for sharable data elements, and establishing standards for unique keys.
2. Develop policies, procedures, and shared utilities and tools for Service Center data management:
 - Recommend Service Center data management policies
 - Maintain a shared Data Management Handbook that documents common data management procedures
 - Coordinate implementation of CASE tools and other supporting data management software
 - Coordinate training for data managers as required
3. Maintain a shared, central metadata repository for use by Service Center agencies to store new and legacy metadata:
 - Establish standard and sharable data elements to promote data reuse
 - Provide a repository for storing agency metadata
 - Make metadata accessible to system developers and other users
 - Maintain a common listing of data name abbreviations, and acronyms
4. Provide a consolidated voice to the Department and to other government committees on data management issues.

The Data Team will:

1. Establish a core data architecture for the Service Center, to include:
 - Maintaining the enterprise data model for all new/reengineered service center applications
 - Coordinating the collection of metadata for Service Center spatial and tabular data
 - Maintaining the business rules supporting the enterprise data model
 - Maintaining a model showing the physical layout and location of data used by Service Center applications
2. Perform Data Administration functions for Service Center applications, to include:
 - Resolution of conflicting data names, establishing common lookup tables, setting common domains for sharable data elements, and establishing unique keys and identifiers
 - Coordinating data administration/management training
 - Coordinating ongoing database administration
3. Provide management of the ongoing Data Management process, to include:
 - Developing policies, procedures, and shared utilities and tools for Service Center data management
 - Recommending Service Center data management policies
 - Maintaining a shared Data Management Handbook that documents common data management standards and procedures
 - Coordinating implementation of a metadata repository, CASE tools and other supporting data management software
4. Maintain a shared, central metadata repository for use by Service Center agencies to store new and legacy metadata, to include:
 - Establishing standard and sharable data elements to promote data reuse
 - Making metadata accessible to system developers and other users
 - Maintaining a common listing of data name abbreviations, and common acronyms
5. Provide a consolidated voice to the Department and to other government committees on data management issues